

## AGENDA

*Port of Kennewick  
Regular Commission Business Meeting  
Port of Kennewick Commission Chambers  
350 Clover Island Drive, Suite 200, Kennewick, Washington*

Tuesday, October 14, 2014  
2:00 p.m.

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC COMMENT** (*Please state your name and address for the public record*)
- IV. **COMMISSIONER COMMENTS**
- V. **CONSENT AGENDA**
  - A. Approval of Direct Deposit and Warrants Dated October 2, 2014
  - B. Approval of Warrant Registers Dated October 14, 2014
  - C. Approval of Commission Meeting Minutes Dated September 23, 2014
- VI. **OLD BUSINESS**
  - A. Final Review of Draft 2015-2016 Work Plan (**LARRY**)
- VII. **NEW BUSINESS**
  - A. 100th Anniversary Conceptual Roll-out (**TANA**)
  - B. WPPA Legislative Update (**SKIP**)
  - C. United States Army Corps of Engineers (USACE) 1135 Project Update (**TANA**)
  - D. Vista Field Television Advertisement (**TANA**)
  - E. Special Commission Meetings November 10-15, 2014 (**TIM**)
    - Master Plan Design Charrette
- VIII. **REPORTS, COMMENTS AND DISCUSSION ITEMS**
  - A. Joint Meeting with City of Richland October 21, 2014 (**BRIDGETTE/ TIM**)
  - B. Commission Meeting Rescheduled from November 25, 2014 to November 18, 2014 (**BRIDGETTE**)
  - C. Commissioner Meetings (formal and informal meetings with groups or individuals)
  - D. Non-Scheduled Items
- IX. **PUBLIC COMMENT** (*Please state your name and address for the public record*)
- X. **COMMISSIONER COMMENTS**
- XI. **ADJOURNMENT**

***PLEASE SILENCE CELL PHONES***



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## CALL TO ORDER

Commission President Don Barnes called the Commission meeting to order at 2:01 p.m. in the Port of Kennewick Commission Chambers located at 350 Clover Island Drive, Suite 200, Kennewick, Washington 99336.

### The following were present:

**Board Members:** Don Barnes, President  
Skip Novakovich, Vice-President  
Thomas Moak, Secretary

**Staff Members:** Tim Arntzen, Executive Director  
Tana Bader Inglima, Director of Governmental Relations & Marketing  
Tammy Fine, Director of Finance/Auditor  
Amber Hanchette, Director of Real Estate & Operations  
Larry Peterson, Director of Planning & Development  
Bridgette Scott, Executive Assistant  
Lisa Schumacher, Special Projects Coordinator  
Lucinda Luke, Port Counsel

## PLEDGE OF ALLEGIANCE

Mr. Barnes led the Pledge of Allegiance.

## PUBLIC COMMENT

No comments were made.

## CONSENT AGENDA

The consent agenda consisted of the following:

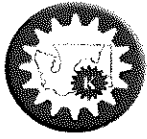
- A. Approval of Direct Deposit Dated September 17, 2014*  
Electronic payments totaling \$37,184.92
- B. Approval of Warrant Register Dated September 24, 2014*  
Expense Fund Voucher Numbers 36106 through 36170 for a grand total of \$166,750.39
- C. Approval of Commission Meeting Minutes dated September 9, 2014*

**MOTION:** *Commissioner Novakovich moved for approval of the Consent Agenda, as presented; Commissioner Moak seconded. With no further discussion, motion carried unanimously. All in favor 3:0.*

## NEW BUSINESS

### *A. City of Richland Exploratory Discussion (Trailhead Parking)*

Mr. Arntzen stated, as the Spaulding Business Park nears completion, port and city of Richland staff have been searching for short and long term partnership projects. Mr. Arntzen had the opportunity to visit Trailhead Park and the Badger Mountain trail and was impressed with the amount of people who hike the trail. Mr. Arntzen had a brief conversation with a homeowner in



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the Westcliffe subdivision regarding the traffic and parking congestion surrounding the park. Mr. Arntzen stated the park and trail are a valuable asset to many people and by partnering with the City of Richland to improve the parking, the port would be helping visitors and residents alike. Mr. Arntzen and Mr. Schiessl, the Parks and Public Facilities Director for the City of Richland, have discussed the opportunity to improve the parking/staging area and have drafted a Memorandum of Understanding (MOU) between the Port Executive Director and the Richland City Manager, pledging \$10,000 in port funds, for a joint venture with the City of Richland, for research, staff time, and public outreach.

Mr. Schiessl, reported that there are two tiers of gravel parking at the foot of Badger Mountain Trailhead Park, however, many hikers park along the street near the trail. The tentative plan would be for the city to develop additional tiers of parking, leading up to Trailhead Park. Mr. Schiessl indicated gravel and paving would be considered for the existing and the newly constructed parking lots. The goal is to resolve some of the conflicts between park users and residents who have lived near Badger Mountain since before the trail and park were developed. Mr. Schiessl reported the city would like to develop a master plan for the entire park to make sure the parking solution fits. Eventually, Queensgate Drive will be extended to Keene Road and at that time, the city will no longer allow street parking.

Mr. Schiessl explained the Richland City Manager will present the master planning for Trailhead Park to the City Council for support as well. Trailhead Park offers a short-term project while city and port staff continue to look for a longer-term economic development project within the port's boundaries in Richland. Mr. Schiessl indicated that the city owns Trailhead Park and the stairs that lead up to the trails and Benton County owns the reserve from the stairs to the top of Badger Mountain; and there may be an opportunity to partner with Benton County on the project as well.

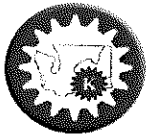
Mr. Arntzen stated he is prepared to pledge \$10,000, which falls under the executive director's delegation, under the MOU, for public outreach and research. Mr. Arntzen explained that the item is currently in the draft 2015-2016 Work Plan, however, there is a high level of competition among the port's possible projects for the Work Plan, and this will be a substantial line item that will need to be approved.

Mr. Barnes thanked Mr. Schiessl for his presentation and confirmed that the Board will need to approve the entire project in the 2015-2016 Work Plan and budget.

Mr. Novakovich asked Mr. Schiessl if the city had a conceptual plan and asked if other amenities, such as landscaping and restrooms will be included. Mr. Novakovich inquired what the time frame would be, if the port is able to fund the project.

Mr. Schiessl indicated constituents that use the park like a more natural state and there are restrooms and a playground currently located at the site. Mr. Schiessl would like the master planning to be completed by the end of the year, and permits obtained in 2015.

Mr. Schiessl indicated the on-street parking is very full, on the weekends and often times, the parking lot is slightly empty, because hikers want to be closer to trail. Friday through Sundays



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are the parks busiest days.

Ms. Bader Inglima verified with Mr. Schiessl that the Friends of Badger Mountain are expanding and improving the trail.

Mr. Schiessl confirmed that there are continuous improvements going on, and they are looking to expand the trail on the back side of Badger Mountain and create a by-pass around the stairs.

Ms. Bader Inglima reported that Visit Tri-Cities also advertises the trail to tourists and estimated the number of annual visitors to Badger Mountain is 200,000 a year.

## ***B. City of West Richland Urban Growth Area***

Mr. Arntzen reported that port staff and the City of West Richland representatives traveled to the Seattle to speak with Futurewise regarding the Urban Growth Boundary Application (UGA).

Mr. Connole reported that the city and port staff met with Futurewise Executive Director, Hillary Franz, to discuss the UGA and the Racetrack property. Mr. Connole indicated the meeting was very positive and Futurewise believes the intended use for wine production facilities falls in line with the highest and best use of the property. Mr. Connole reported that Ms. Franz and Futurewise would not be protesting the UGA expansion for that reason. Mr. Connole would like to build a working partnership and quality relationship with Futurewise regarding future development.

Mr. Arntzen stated Mayor Gerry, Mr. Connole and Ms. Stickney made an excellent presentation to Futurewise.

Mr. Novakovich, who also attended the meeting, added the West Richland staff explained how the city was expanding towards Interstate 82 and Ms. Franz was receptive to the expansion and future growth potential of the area. Mr. Novakovich applauded Mr. Connole and the city on a thorough presentation and believes this paves the way for a positive relationship with Futurewise.

Mr. Connole indicated the Benton County Commissioners will take action to approve the conclusions and findings and fact relating to the UGA on September 30, 2014. Mr. Connole anticipates a favorable response.

## ***C. Comprehensive Scheme Liaison***

The port will begin updating the Comprehensive Scheme of Harbor Improvements (Comp Scheme) and will be asking for staff and community input, as part of that process. Mr. Arntzen inquired if the Commission would like to appoint a Commission liaison to the project, to interface with staff and be involved during public meetings. Mr. Arntzen indicated that a Commission liaison would not replace regular updates.

Commissioner Moak volunteered to be the liaison; the Commission is in consensus for Mr. Moak to serve as the Port of Kennewick liaison and work with Mr. Peterson and Mr. Floyd of Anchor QEA.

Mr. Peterson thanked the Commission and stated there will be several public meetings and the



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public appreciates having an elected official in the room.

## **D. Vista Field Redevelopment Pattern Language/Charrette (Exhibit 1)**

Ms. Bader Inglima reported she has been working with Duany Plater-Zyberk (DPZ) on the advertising plan for the November Charrette meetings. Currently, Ms. Bader Inglima has advertised the meetings and dates in the *Port of Kennewick Newsletter*, which will be inserted into the *Tri-City Herald* and the *Journal of Business*. The Port created a flyer which will appear in the following:

- TRIDEC newsletter
- Tri-Cities Regional Chamber of Commerce newsletter
- Pasco Chamber of Commerce newsletter
- West Richland Chamber of Commerce newsletter
- Hispanic Chamber of Commerce Digital E-Blast

The port is encouraging the community to get involved in the master planning process and provide input throughout the Charrette sessions. The public will be able to attend various sessions beginning Monday, November 10, 2014. Ms. Bader Inglima indicated the flyer (*Exhibit 1*) has the schedule and topic break down for each day and the port's QR code, which links to the port's website and Vista Field Redevelopment page. Staff will also be doing a direct mailing to those listed on our VIP list and email.

Ms. Bader Inglima indicated that the Vista Vision Task Force (V.V.T.F.) will be working with Gary Black of Integrated Structures Inc. (ISI) and DPZ to focus on the pattern language. ISI requested a small, core team to work on the pattern language, which is a very detailed process. Ms. Bader Inglima indicated the V.V.T.F. will be working on the pattern language all day Monday, November 10, 2014, prior to the opening presentation at 5:00 p.m.

Mr. Peterson stated that ISI is looking at no more than thirty-five people working on the pattern language. The V.V.T.F. has good ideas and they are consistent with the direction of an urban core for the Tri-Cities, creating a unique, but not cloned area.

Mr. Peterson reported Andres Duany will be the key note speaker at the Visit Tri-Cities Annual Meeting and Tourism Showcase on November 6, 2014, speaking on the topic of new urbanism and Vista Field. There will be approximately 400 to 500 people in attendance, which will be a great opportunity to generate interest in the Charrette. Ms. Bader Inglima updated the website and created a direct link to the Vista Field email, enabling the public to submit comments and questions. Mr. Peterson conveyed that a citizen does not need to attend the charrette to have a comment on the record, but can submit comments via the Vista Field email.

Mr. Moak expressed that this is an exciting time for the port and inquired about the hangar capacity and parking availability for the Charrette. Mr. Moak applauds staff's marketing plan and the direction the port is taking by advertising to the entire community.

Mr. Peterson stated the hangar is 3,600 square feet of open space and can hold about 100-125 people. He further stated he is working with port maintenance staff on parking and indicated there



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should not be any issues with parking.

Ms. Bader Inglima stated the *Journal of Business* will be conducting a question and answer with Commissioner Barnes and information on the Charrette will be included. The goal is to reach out to everyone in the community and convey there is an opportunity for everyone to get involved.

Mr. Barnes asked if there was an opportunity post public comments that the port receives via email. The comments may spark other ideas and positive comments from the public.

Ms. Bader Inglima will research the topic to see if it is feasible and stated that staff will be monitoring other social media sites, such as the *Tri-City Herald*, the Chamber of Commerce and Visit Tri-Cities Facebook sites.

Mr. Moak supports Mr. Barnes idea.

Mr. Novakovich likes the idea as well, but stated to need to be cognizant about not pulling staff away from the ultimate goal.

## PRESENTATION

### A. 2015-2016 Draft Work Plan (Exhibit 2)

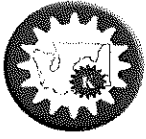
Mr. Peterson reported the 2015-2016 draft Work Plan is available on the port website and a Special Commission Meeting will be held on October 13, 2014, for an in-depth review of the work plan, with public input. On October 14, 2014 at the Regular Commission Meeting, the Commission will finalize 95% of the Work Plan, before turning over to the finance department, for creation of the two year budget. The draft will give the Commission an opportunity to look at the potential projects and begin thinking about prioritization; however, there are several projects the port is contractually committed to, such as the 1135 U.S. Corps of Engineers revitalization project, the boat ramp rehab, and Columbia Drive. It is likely some projects that are identified on the 2015-2016 draft Work Plan will need to be cut or deferred (approximately \$2,000,000 to \$4,000,000).

Mr. Barnes thanked Mr. Peterson for the thorough draft Work Plan and spreadsheet.

Mr. Novakovich stated the prospective vision, located on page three of the draft Work Plan, is very concise and states the direction of the port. The port has always completed first class community projects and to take on a project and not complete it is unacceptable. Mr. Novakovich believes the Board parameters should be:

- Honor port commitments
- Vision of the port
- Finance resources
- Staff resources

Mr. Moak is excited for the opportunity to participate in the draft Work Plan. Mr. Moak indicated timing is everything on projects and the port may be able to defer certain projects; however, he



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believes the most important project for the port and the Tri-Cities is the redevelopment of Vista Field. Mr. Moak believes at some point, there will be large liabilities and we should be looking at long term funding and how we can generate the revenues to support the liabilities and upcoming projects.

Mr. Barnes agrees with Mr. Novakovich and Mr. Moak's comments and believes the spreadsheet and draft plan, created by Mr. Peterson, is an excellent starting point to help the Commission prioritize projects and create a plan to move forward. Mr. Barnes stated it is important to have the resources to fund the projects, but it is paramount that the port continue to honor our commitments and be a dependable partner.

Mr. Novakovich reiterated, the Commission should be cognizant of all resources, both financial and staff.

Mr. Barnes reiterated there will be a Special Commission Meeting on October 13, 2014 to go over the 2015-2016 draft Work Plan in detail.

## REPORTS, COMMENTS AND DISCUSSION ITEMS

### *A. 2014 Friend of the Port*

Mr. Arntzen stated staff typically uses a very informal process for the annual Friend of the Port award. Mr. Arntzen inquired if the Commission would like to change the process or not.

The Commission is in consensus to not alter the process.

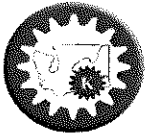
### *B. Vista Vision Task Force Update*

Mr. Peterson reported that the V.V.T.F. meeting was held September 16, 2014. There were thirteen task members and four alternates in attendance, and P.S. Media was on hand to capture footage of the meeting. Mr. Peterson stated it was a very productive meeting, with good attendance, productive interactions, and a good use of technology. Mr. Cummins, the V.V.T.F. Chairperson, also functions as facilitator and encourages the entire room to speak throughout the process.

Mr. Peterson reported that Traci Jao, Derrick Stricker and Matt Sweezea from the Young Professionals of Tri-Cities, presented the Vista Field Charrette Report from August 2013. The ideas were well received and there was a productive discussion from the task force and citizens.

Corey Pearson and Shelly Ellis from the Kennewick Public Facilities District (KPFD) presented the current master plan expansion, and indicated the priorities of the KPFD are a performing arts center, Toyota Center-Phase One, and the Three Rivers Convention Center expansion.

The meeting was every interactive, with the discussion focusing on the elements of places visited and what elements could be used in the Tri-Cities. Ms. Jao was very helpful during the discussion and posted pictures of the communities that were being discussed. Mr. Peterson stated the V.V.T.F. is looking to capture the essence of other communities, but not recreate them.



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## **C. Reschedule/Cancel Commission Meetings**

Ms. Scott reported there are several conflicts with a few of the regularly scheduled Commission Meetings, and asked the Commission for direction regarding scheduling.

Mr. Barnes stated the consensus of board is to:

- Cancel the November 11, 2014 Regular Commission meeting
- Cancel the December 9, 2014 Regular Commission meeting
- Cancel the December 23, 2014 Regular Commission meeting
  
- Schedule a Special Meeting on November 4, 2014
- Schedule a Special Meeting on December 16, 2014

Ms. Scott stated notices will be provided to the public regarding the cancelled meetings and the special meetings via the port website and advertising in the local paper.

## **D. Commissioner Meetings (formal and informal meetings with groups or individuals)**

Commissioners reported on their respective committee meetings.

## **E. Non-Scheduled Items**

Mr. Moak reported he enjoyed Ms. Luke's comments in the *Tri-City Herald* human resources and public policy column.

Mr. Novakovich had a conversation with Mr. Musser regarding the Commission's decision on the Verizon Property.

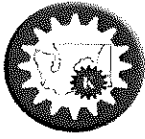
Mr. Novakovich attended the Benton Franklin Council of Governments (BFCoG) Community and Economic Development (CED) presentations and applauded Ms. Bader Inglima on her wonderful presentation. Sally Mohr of BFCoG stated the priorities of the Economic Development Association (EDA) are; small businesses, incubators and partnerships. The port's Columbia Drive project and the West Richland wine effluent project in partnership with the Port of Kennewick are the two highest ranking projects.

Mr. Novakovich stated for the record, that the West Richland Racetrack project and the Columbia Drive project are two, distinctly different projects and clarified that the two projects do not compete, and they never will.

Ms. Luke stated she briefly had the opportunity to review other Washington port websites and found that most were not as user friendly or current as ours. Ms. Luke expressed her appreciation for Ms. Bader Inglima and staff, as they have developed a very user friendly site that is informative, current and a great resource.

Mr. Arntzen reported that Mr. Antonio of DPZ requested the port formalize their Miami travel schedule. Mr. Arntzen asked Commissioner Barnes and Mr. Peterson to meet with Ms. Scott after the meeting today to finalize the details.





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Mr. Arntzen stated that he and Ms. Bader Inglima will attend the Affiliated Tribes of the North West Indians Convention in Pendleton. Mr. Arntzen was asked by Dave Tovey, Executive Director of the Confederated Tribes of the Umatilla Reservation (CTUIR) to speak at the convention, which rotates around the Northwest. There will be 57 tribes represented from areas of California, Alaska, Montana, Idaho, Oregon, Washington and approximately 400 attendees.

Mr. Arntzen expressed his appreciation to the Board for how they handled the 2015-2016 draft Work Plan as a team. Mr. Arntzen stated it is an extremely difficult process and he is impressed with the Commission's comments and guidance.

Mr. Barnes stated he has enjoyed working with staff and believes there is a very good partnership between the board and staff.

## PUBLIC COMMENT

Barb Carter, 3121 West 30<sup>th</sup> Avenue, Kennewick. Ms. Carter reported that the Kennewick Arts Commission installed their latest piece at the Kennewick entrance on Highway 395 North. The city received a donation of four, metal horse sculptures, which were refurbished by a local artist. The four horses are located by the "Welcome to Kennewick" sign and represent the Horse Heaven Hills. The Commission is very proud of the pieces and invites everyone to see them.

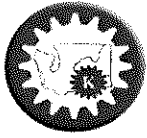
Bryon Martin, 5700 Alaway Court, West Richland. Mr. Byron commented that this is a very exciting time for the port with the current list of projects and believes there will be many willing and motivated parties wanting to work with the port. Mr. Martin appreciated the comments from the *Tri-City Herald* editorial, regarding the West Richland UGA. The Editorial stated the racetrack property will provide an opportunity to leverage Red Mountain, which is recognized world-wide and will bring in tourism dollars and complement current Tri-Cities wine projects. Mr. Martin appreciates the work the port has done thanked the Commission and staff.

## COMMISSION COMMENTS

Mr. Moak responded to Councilman Martin's comments and believes the port projects are complementing each other, as Mr. Novakovich indicated previously. The work that Mr. Arntzen is doing with the racetrack property and the outreach to the Aqualini family, will create an outstanding project that will complement other projects in the region. Mr. Moak appreciates Mr. Martin's comment and the editorial in the *Tri-City Herald*. He believes it is great that two government entities are working together to create jobs and economic development for the area.

## ADJOURNMENT

With no further business to bring before the Board; the meeting was adjourned at 3:50 p.m.



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***APPROVED:***

**PORT of KENNEWICK  
BOARD of COMMISSIONERS**

\_\_\_\_\_  
*Don Barnes, President*

\_\_\_\_\_  
*Skip Novakovich, Vice President*

\_\_\_\_\_  
*Thomas Moak, Secretary*

Date: September 26, 2014

To: Tim

From: Tana 

Re: 100<sup>th</sup> Anniversary Year-Long Commemoration & Communications Campaign

Tim. The Port's 100<sup>th</sup> anniversary on March 6, 2015 presents a once-in-a-lifetime opportunity to highlight the Port of Kennewick's history, success, projects, programs, properties, economic development undertakings, and the organization's overall impact on the greater Columbia River region.

I believe the port should invest in a *year-long robust marketing strategy* that will document our history; craft and distribute compelling stories; celebrate significant milestones; heighten awareness of the port through a year-long campaign of anniversary-themed events, ribbon cuttings, marketing materials, advertisements and civic presentations; create a foundation for future development activities; and engage the citizenry in at least one signature event.

The Port has contracted with P.S. Media as its agency of record and they will help develop and implement a multi-phase, year-long series of communications, public relations, and advertising endeavors to accomplish the above marketing strategy which, depending on staffing and resources, could include but would not be limited to:

- Refreshing port website to include additional materials and highlight Port's 100<sup>th</sup> anniversary;
- Tri-City Herald and Tri-City Area Journal of Business special-to-the-herald articles/paid advertorial placements/inserts;
- Distributing port-history "vignettes" through print and digital media platforms;
- Television ad crafted specifically to tell the port's history and accomplishments; and highlighting the 100<sup>th</sup> anniversary;
- Creating a special 100<sup>th</sup> anniversary video, then making the rounds to share our story via the local speakers circuit; local TV broadcast;
- creating special 100<sup>th</sup> anniversary port banners; ordering and using 100<sup>th</sup> anniversary seals on all mailings and digital content during 2015;
- Working with the Mid-Columbia and Richland Library District to designate March 2015 as "Port Month" and to highlight Port activities and our 100<sup>th</sup> anniversary, and to create window displays at each library of historic Port of Kennewick photos and documents, and books related to ports, industry and economic development;
- work with Chambers, TRIDEC, VCB, East Benton County Historical Society, Cities, and business community to have them craft messages endorsing the port in 2015;

- Celebrating our 100<sup>th</sup> anniversary during a series of significant events in 2015, such as:
  - Coordinate “Port Day” proclamations from Cities of Kennewick, Richland, West Richland, Benton County, and CTUIR to be read at special Port commission meeting on Friday, March 6, 2015 (*regular meeting scheduled for Tuesday March 10 could be held anyway or cancelled*); this meeting would likely be a single-topic related to announcing the port’s 100<sup>th</sup> anniversary, and be a chance to recognize past commissioners and staff; and TRIDEC, VCB, and chambers would be encouraged to host a community reception in honor of POK’s anniversary/contributions to economy following that special meeting;
  - demolition of the 421 building;
  - ground breaking for the three wine production/tasting buildings at Columbia Gardens;
  - completion of the Clover Island boat launch ramp, restroom, parking lot, and artwork project;
  - installation of “Ascending Waves” artwork on Columbia Drive;
  - unveiling the master plan for Vista Field;
  - Bruker remodel/open house;
  - celebration of the inclusion of West Richland property into city UGA/annexation;
  - ribbon cutting for the Duffy’s Pond trail in partnership with City of Kennewick;
  - construction of the shell building for the City of K wine effluent treatment plant;
  - November 2015, State of the Port’s luncheon—show historic Port video and highlight port’s history/accomplishments/plans for future
- AND host one culminating signature event: installation of the CTUIR Heritage Artwork and boardwalk overlook interpretive displays. This event would include our MOU partner the CTUIR and could involve them singing and drumming in a processional from the Lighthouse Plaza to the art installation site where citizens and business leaders from the community are gathered for the unveiling of the heritage artwork—where the Tribe’s long history and port’s 100-year history will be highlighted for the public as the culmination of the year-long anniversary events. Past port officials, federal, state, and WPPA officials would be invited and honored at a community reception to follow the unveiling event.

###